Travel Requirements

Hitchhiker's Guide to CEFMS

Travel under CEFMS has numerous changes. One of the more important changes is the routing and approval sequence. Before we begin with the actual entering of the data, please take note of the following:

- * The *Traveler* or someone on his/her behalf will originate the travel order.
- * There must be a *Travel Requesting Official*. This person must have the proper authorization set up in the Access Control Table, Screen 10.1. This individual may be the traveler or anyone having knowledge that the travel is required. Use the **F4** list function or query a specific travel order number.
- * There must be an *Approving Official*. This person must have the proper authorization set up in the Access Control Table, Screen 10.1. This individual must be in the travelers exact organization or a parent organization. The approver does not need to have fiscal manager approval authority on the Funding Work Item. Use the **F4** list function or query on a specific order. For *Contractors or Other Government Employees*, use the **Ctrl+F2** function to query the orders.
- * There must be a *Funds Approval Official*. The individual must have the proper authority set in the Access Control Table, Screen 10.1, as well as fiscal manager approval authority on the funding Work Items cited on the travel order. This approval will create, approve, and certify the purchase request created in the background. Use the **F4** list function or query on a specific order. This person may be the same as the Travel Order Approver.
- * There must be a *Travel Authorizing Official*. This individual must have the proper authority set up in the Access Control Table, Screen 10.1. This should be an employee of the Travel Office which is located in the Logistics Management Office, Transportation Branch.

Approval Sequence For Travel Orders - Requesting Official

Hitchhiker's Guide to CEFMS

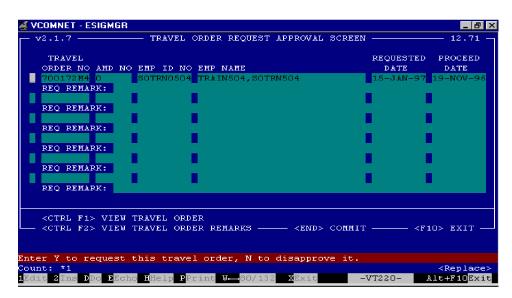
From the CEFMS Main Menu, select

- 3 Financial Management Functions Enter
- 5 Financial Management Enter
- 7 Travel Enter
- 3 Regular Travel Orders Enter
- 6 Request Travel Orders Enter

Or

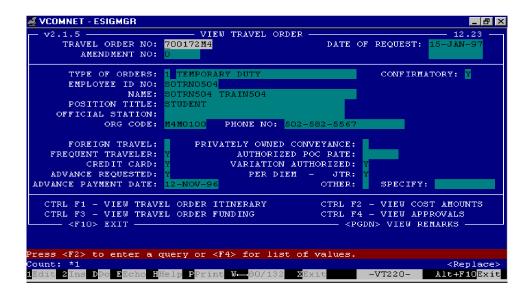
- 3 Financial Management Functions Enter
- 7 Travel Enter
- 6 Request Travel Orders Enter

You will then be at Screen 12.71.

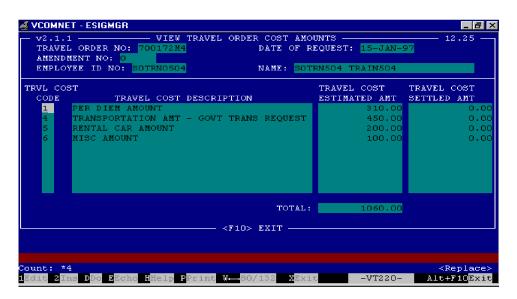


Press **F2**, type in the **Travel Order Number** (or **TAB** to the employee ID number field and enter the **Employee's ID Number**) and press **F3**.

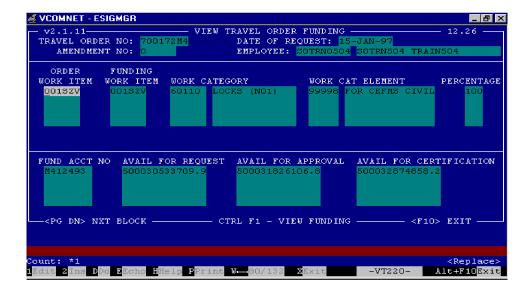
Press the **Ctrl+F1** keys to view the Travel Order (Screen 12.23). Press **F10** to return to Screen 12.71.



Press Ctrl+F2 to view the Cost Amounts (Screen 12.25). Press F10 to return to Screen 12.71.



Press **Ctrl+F3** to view the Funding Percentages (Screen 12.26).



Press the F10 key to return to the requester screen.

Press Ctrl+F2 to view the travel order remarks. Press F10 to return to the requester screen.

Press **Y** to request or **N** to disapprove. Press **Enter**. Enter any remarks regarding your approval/disapproval. Press **End**.

Press **F10** to return to the Menu Screen.

Approval Sequence For Travel Orders - Approving Official

Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select

- 3 Financial Management Functions Enter
- 5 Financial Management Enter
- 7 Travel Enter
- 3 Regular Travel Orders Enter
- 7 Approve Travel Orders Enter

Or

- 3 Financial Management Functions Enter
- 7 Travel Enter
- 7 Approve Travel Orders Enter

You will then be at Screen 12.72.

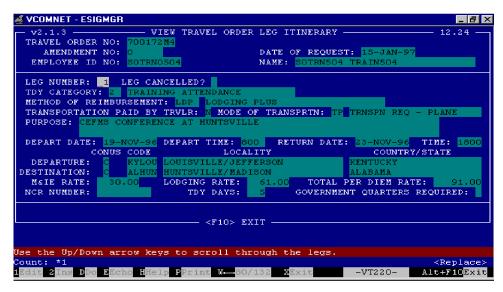


Press **F2**, **F3** to bring in all travel orders for employees in the organization, or an organization which is a child to that organization or query on a specific travel order number by performing a query. Press **Ctrl+F2** to query all. A listing of travel orders ready for approval will populate. Use the **down arrow** key to go to the travel order to be approved. Press the **Enter** key to select the proper one.

All the information will be populated onto the screen.

Press **Ctrl+F1** to view the Travel Order (see Screen 12.23).

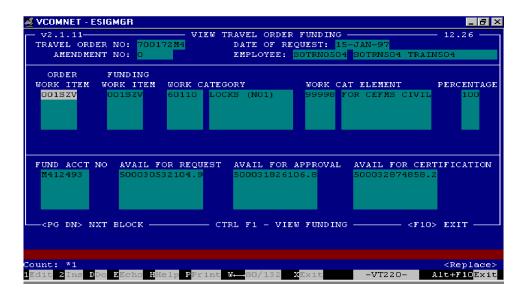
Press **Ctrl+F1** to view the Itinerary (Screen 12.24). Press **F10** to return to Approval Screen.



Press **Ctrl+F2** to view the Cost Amounts (Screen 12.25). Press **F10** to return to Approval Screen.



Press **Ctrl+F3** to view the Funding Percentages (Screen 12.26).



Press the F10 key to return to the approver screen.

Press Y to approve or N to disapprove. Enter any remarks regarding your approval/disapproval, and press Enter. Press End.

Press F10 to return to the Menu Screen.

Approval Sequence For Travel Orders - Funds Approving Official

Hitchhiker's Guide to CEFMS

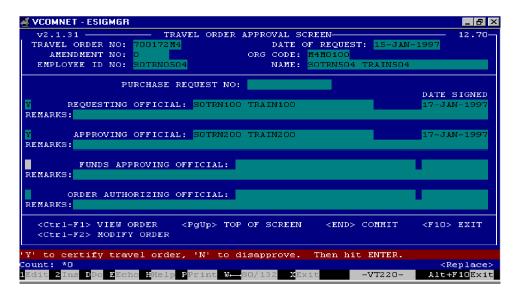
From the CEFMS Main Menu, select

- 3 Financial Management Functions Enter
- 5 Financial Management Enter
- 7 Travel Enter
- 3 Regular Travel Orders Enter
- 8 Funding Approval Travel Orders Enter

Or

- 3 Financial Management Functions Enter
- 7 Travel Enter
- 8 Funding Approval Travel Orders Enter

You will then be at Screen 12.70.



Press the **F4** key for funding approval. Press **F2** and query for a specific travel order number. Press **F3** (or press **F2**, **F3** for a list of all travel orders you are listed on as a funding approver). Use the **down arrow** key to go to the travel order to be approved and press **Enter**.

All the information will be populated onto the screen.

Press **Ctrl+F1** to view the order.

Press **Ctrl+F1** to view the Itinerary.

Press Ctrl+F2 to view the Cost Amounts.

Press Ctrl+F3 to view the Funding Percentages.

Press the F10 key to return to the funding approval screen.

Press Y to approve or N to disapprove. Press Enter. Enter any remarks regarding your approval/disapproval, and press Enter. Press End. Press F10 to return to the Menu.

Travel Vouchers - Origination

Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select

- 3 Financial Management Functions Enter
- 7 Travel Enter
- 14 Create TDY Travel Vouchers Enter

You will be at Screen 7.25.



Press **F4** to select the Travel Order Number. You may perform a query. Press **F2**, enter the **Travel Order Number**, and press **F3** to execute. Press **Enter** to select.

The Payee ID Number, Mailing Address, and Organization populates automatically.

Status

Enter **P** for Partial, **F** for Final, or **S** for Supplemental. Press **Enter**. (Only use **P** if you are filing a voucher during extended TDY.)

Partial Type

If a **P** is entered, type one of the following: **B** for Beginning, **M** for Middle, **F** for Final. Press **Enter**. If not filing a partial voucher, this field will be automatically skipped.

Leave Days

Enter the number of days of leave associated with the TDY. Press **Enter**. Press **Enter** or **Tab** to skip fields if no leave was taken.

Leave Hours

Enter the number of hours of leave associated with the TDY. Press **Enter**. Press **Enter** or **Tab** to skip fields if no leave was taken.

Between

Enter the dates of the TDY **DD-MON-YYYY**. Press **Enter**. Type **DD-MON-YYYY**. Press **Enter**.

Transportation Request Number

Enter this number from the airline ticket. Press **Enter**. If the Logistics Management Office paid for the ticket with the Government AMEX Account - enter **GOV AMEX ACT**.

Meal Ticket Number

Enter the Meal Ticket Number if applicable. Press **Enter**, or just press **Enter** to bypass.

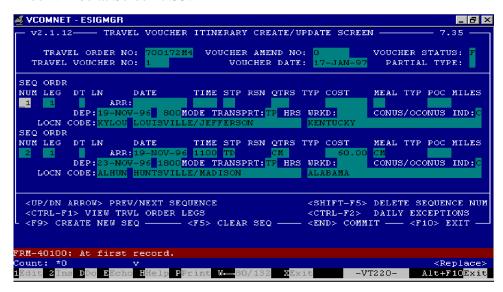
Privately Owned Conveyance

Enter **O** for owner, or **P** for passenger if your POC was used for the TDY or for traveling to and from the airport. Press **Enter**.

To enter remarks, press **PageDown**. Enter the Traveler's Remarks, press **End** to save. Enter the Long Distance Approver's Remarks and the Reviewer's Remarks (pressing **End** after each) OR press **End** to bypass. When the screen returns to 7.25, press **End** to save the remarks.

Press **Ctrl+F1** to enter Itinerary.

You will be at Screen 7.35.



For the purpose of the voucher, a Sequence is considered when the traveler stops en route. For example, for a TDY trip from Vicksburg, MS, to Washington, D.C.:

- * Travel Order Leg 1
 - * Sequence 1 Residence/office to Jackson airport.
 - * Sequence 2 Jackson airport to Washington.
 - * Sequence 3 Washington to Jackson airport.
 - * Sequence 4 Airport to residence/office.

Seq

Sequence number of this portion of the trip automatically populates sequence one. Press **Enter**.

TO Leg

This is the Travel Order Leg number. If there was only one purpose or TDY station during your TDY, there will be one Travel Order Leg. Press **Enter**.

Departure Date

Automatically populated from travel order. If correct, press **Enter**. Or, enter the correct date of departure **DD-MON-YYYY**. Press **Enter**.

Departure Time

Automatically populated from travel order. If correct, press **Enter**. Or, enter the correct time departed. Example **0600** (Military Time). Press **Enter**.

Mode of Transportation

Automatically populated from travel order. If correct, press **Enter** *Or* enter the correct mode of transportation for this itinerary leg. Press **F4** to choose from a list screen - e.g., **TP** (Government Purchased Airline Ticket). Press **Enter**.

Hours Worked

Read the Message Line to see if the entry is appropriate. Press **Enter**. Press **C** for CONUS travel or **O** for OCONUS travel. Press **Enter**.

Code

Enter the **state/city code** for the city departing from, *Or* press **F4** for a list. To perform a query, press **F4** for a list screen, press **F2** to query, enter the state abbreviation (e.g., **MS%** for Mississippi), and press **F3** to execute the query. Use the **down arrow** key to scroll through available options and press **Enter** to select. Press **Enter**.

Seq Num

Enter the sequence number of this portion of your trip (e.g., this will be Itinerary sequence 2 of Travel Order Leg 1). Press **Enter**.

TO Leg

This is the Travel Order Leg number. If there was only one purpose or TDY station during TDY, then there will only be one TO Leg. Press **Enter**.

DT LN

This is the International Dateline field. Press **Enter** or **F1** for help, if applicable.

Arrival Date

Enter the date of arrival **DD-MON-YYYY**. Press **Enter**. For example, this will be the date and time arrived at the airport.

Arrival Time

Enter the time arrived. Example **0730**. Press **Enter**.

STP

Enter the reason for the stop or Press **F4** for a list screen. Use the **down arrow** to select and press **Enter**. Available options are **AD** - authorized delay, **AT** - awaiting transportation, **LV** - leave en route, **MC** - mission complete, **TD** - temporary duty.

Qtrs

Refer to the Message Line. If TD, AD, or STP is selected then enter **CM**, **GQ**, or **GQO**. Press **Enter**.

Cost

Enter the total amount from the bill. Press Enter.

Meal

Refer to the Message Line. Enter meal type. The choices are: CM - commercial, GM - govt mess, DE - deductible, FR - free. Press Enter.

POC Miles

Enter the POC miles, if applicable, and press Enter.

Departure Date and Hours

Enter the date and time of departure **DD-MON-YYYY**. Press **Enter** twice.

Mode of Transportation

Enter the mode of transportation for this sequence. Press **F4** to choose from a list screen (e.g., **PA** for private auto to airport. Press **Enter**.

Hours Worked

Press **Enter** unless leave was taken. If leave was taken, enter the number of hours worked. Press **C** for CONUS travel or **O** for OCONUS travel. Press **Enter**.

Code

Press the **F4** key for a list screen of location codes. The listing will populate beginning with Alabama. Press **F2** to query, press **Tab** to the Location field and type in the location to query. Press **Enter** to select. Press **Enter**.

DT LN

This is the International Dateline field. Press **Enter** or **F1** for help, if applicable.

Departure Time

Enter the time you departed. Example **0900**. Press **Enter**.

The continuing sequences must be entered. Each sequence of the trip must be entered in this fashion. After reaching the final destination (the last sequence), press the **End** key to save. Be sure the reason for stopping is **MC** (mission complete).

The cursor will move automatically to the CONUS/OCONUS field.

NOTE: To insert a sequence on the travel voucher, position the cursor on the existing sequence which will be before the leg to insert. Press the F9 key and enter the information.

Press **End** to save. Press **F10** to return to header screen 7.25.

Press **Ctrl+F4** to enter the reimbursable expenses.

Reimbursable expenses include mileage to/from the airport, parking at different locations, tips, tolls, taxis, laundry, etc. In order to be reimbursed for these expenses, the traveler **must** have the expenses listed as Special Conveyance, Long Distance, Rental Car, etc. in the REMARKS section of the Travel order *and* have the proper cost amounts entered.

Date

Enter the date of the reimbursable expense in the format **DD-MON-YYYY**. Press **Enter**.

Reimbursable Expense

Enter the **two character code** for the reimbursable expense and press **Enter**, or press **F4** to choose the code from a list screen. Use the **down arrow** key to choose, and press **Enter** to select. Press **Enter**.

Amount

Enter the amount of the reimbursable expense and press **Enter**.

Press **End** to save. Continue this process for each reimbursable expense.

Press **F10** to return to menu.

The travel voucher is now ready for approval.

Travel Voucher Approval - Traveler

Hitchhiker's Guide to CEFMS

Once a Travel Voucher has been completed, the traveler should follow this process to sign the voucher. The traveler must also sign the hard copy printout and forward to the approver with travel receipts.

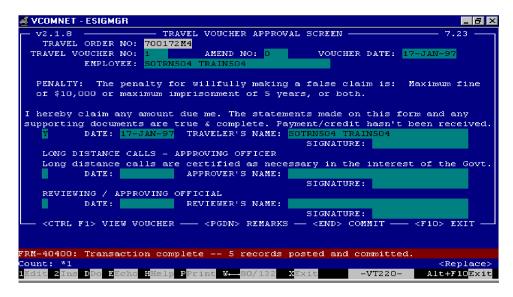
From the CEFMS Main Menu, select

- 3 Financial Management Functions Enter
- 5 Financial Management Enter
- 7 Travel Enter
- 6 Travel Vouchers Enter
- 4 TDY Travel Voucher Approval (Traveler) Enter

0r

- 3 Financial Management Functions Enter
- 7 Travel Enter
- **15** TDY Voucher Traveler Approval Enter

You will be at Screen 7.23.



Press **F4** to choose the Travel Voucher from a list screen. Press **F2**, type in the **Travel Order Number**, and press **F3** to execute.

Press **Enter** to select.

To review the voucher before signing, press **Ctrl+F1**. Press **F10** to return to menu.

PageDown to enter remarks regarding the travel voucher.

Press **End** to save.

Press Y to approve the voucher. Press End to commit. The message line will show which documents are being signed, press Enter to acknowledge each message.

Press F10 to exit. The voucher is now ready for supervisory approval.

Travel Voucher Approval - Reviewer

Hitchhiker's Guide to CEFMS

Please ensure that the travel voucher hard copy printout is signed and all receipts are attached.

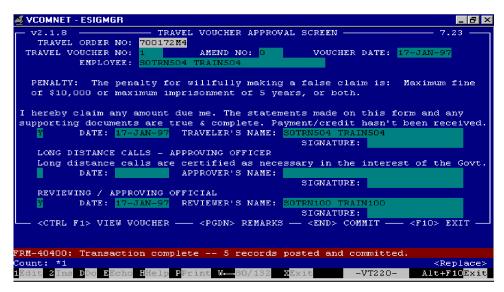
From the CEFMS Main Menu, select

- 3 Financial Management Functions Enter
- 5 Financial Management Enter
- 7 Travel Enter
- 6 Travel Vouchers Enter
- 5 TDY Travel Voucher Approval (Reviewer) Enter

Or

- 3 Financial Management Functions Enter
- 7 Travel Enter
- **16** TDY Voucher Reviewer Approval Enter

You will be at Screen 7.23.



Press **F4** to choose the Travel Voucher from a list screen. Press **F2**, type in **Travel Order Number**, and press **F3** to execute.

Press Enter to select.

To review the voucher before approving, press Ctrl+F1.

Press **F10** to return to menu.

Press PageDown to enter remarks regarding the travel voucher. Press End to save.

Long Distance Phone Calls

Press **Y** to approve the long-distance phone calls. Press **End** to commit. The message line will alert which documents are being signed; press **Enter** to acknowledge each message. If required, press **F10** and re-query the voucher to complete the approval process.

Review/Approval

Press Ctrl+F1 twice to review the itinerary. Press F10. Press Ctrl+F4 to review the reimbursable expenses. Press F10 twice.

At the Approval Screen (7.23), press **Ctrl+F6** to display the Travel Approval Statement.

Enter a **Y** in the highlighted block if the signed hard copy of the travel voucher has been reviewed. Press **End** to commit. The message line will alert which documents are being signed, press **Enter** to acknowledge each message.

Press **F10** to exit.

Print A Travel Voucher

Hitchhiker's Guide to CEFMS

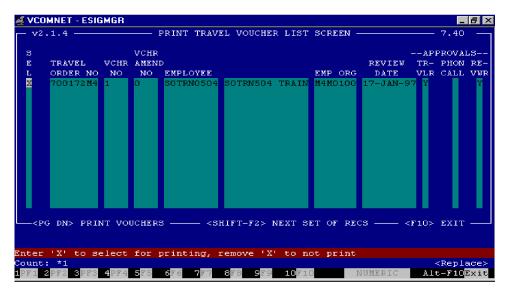
From the CEFMS Main Menu, select

- 3 Financial Management Functions Enter
- 7 Travel Enter
- 20 Print Travel Orders/Vouchers/Local Vouchers Enter
- 4 Print Travel Vouchers (After 30 Sep 95) Enter

Or

6 Print Old Travel Vouchers (Before 1 Oct 95) Enter

You will be at Screen 7.40.



Press **F2** to query, type the **Travel Order Number**, and press **F3** to execute the query. When the screen populates, press **End** to print.

Print/List

Type **Y** and press **Enter**.

Copies

Type the number of copies and press **Enter**.

Printer

Enter the printer to use and press **Enter**, or press **F4** to choose the printer from a list screen. Press **Enter**.

Days to Retain

Three is the default. Press **Enter** to accept, or type the number of days to retain, and press **Enter**.

OK to Proceed

Type Y and press Enter.

Screen will go blank - answer any prompts.

Press **Enter** when the screen prompts you to return to menu (SQL*Forms, message on blue screen).